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Dependents' Educations
Free and Reduced-Price Meal Program

***This publication supersedes USAREUR Regulation 352-1, 26 March 1991.**

For the Director, IMA-E:

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Summary. This regulation prescribes policy and procedures for the Free and Reduced-Price Meal Program Europe.

Applicability. This regulation applies to area support group and base support battalion commanders and sponsors of DODDS students.

Supplementation. Organizations will not supplement this regulation without IMA-E (SFIM-EU-MWR) approval.

Forms. This regulation prescribes AE Form 352-1A. AE and higher level forms are available through the Army in Europe Publishing System (AEPUBS).

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System Web site at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is the IMA-E (SFIM-EU-MWR, DSN 370-7273). Users may suggest improvements to this regulation by sending DA Form 2028 to the IMA-E (SFIM-EU-MWR), Unit 29353, Box 200, APO AE 09014-9353.

Distribution. B (AEPUBS).

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1. PURPOSE

This regulation prescribes policy and procedures for receiving free and reduced-price meals and free milk in DODDS schools in the European theater.

2. REFERENCES

- a. DOD Directive 1015.5, DOD Student Meal Program.
- b. AR 25-400-2, The Army Records Information Management System (ARIMS).
- c. DA Form 2028, Recommended Changes to Publications and Blank Forms.
- d. AE Form 352-1A, Confidential Application for Free and Reduced-Price Meals and Free Milk.

3. EXPLANATION OF ABBREVIATIONS

ASG	area support group
BSB	base support battalion
DOD	Department of Defense
DODDS	Department of Defense Dependents Schools
IMA-E	United States Army Installation Management Agency, Europe Region Office

4. RESPONSIBILITIES

- a. Secretary of Agriculture.** The United States Secretary of Agriculture prescribes income guidelines for determining eligibility for free and reduced-price meals and free milk and publishes these guidelines in the Federal Register each year.
- b. Director, IMA-E.** The Director, IMA-E, will provide eligibility guidelines to organizations and units in Europe.
- c. Area Support Group (ASG) and Base Support Battalion (BSB) Commanders.** ASG and BSB commanders will—
 - (1) Send letters to households with children who attend DODDS. These letters will be sent the first week of school, include AE Form 352-1A, and provide information on the following:
 - (a) Eligibility criteria for the Free and Reduced-Price Meal Program.
 - (b) Instructions on how to apply for the program.
 - (c) Instructions on how to appeal a denial for enrollment in the program.
 - (2) Determine the eligibility of the applicant within 10 workdays after receiving the application, and send a written notice of their decision to each household that submitted an application.
 - (3) Maintain a list of students who are enrolled in the Free and Reduced-Price Meal Program. The list will include the names of enrolled children, their sponsors, and the schools the children attend (when there is more than one school on an installation).
 - (4) Update the list in (3) above each month to include any additions or deletions of students. The updated list will be sent to the exchange manager or the person in charge of the place meal tickets are dispensed by the 10th workday after each school month. Because the information on the list is personal, it should be sent directly to the person it is intended for rather than to a generic address.
- d. Heads of Households.** Heads of households may request enrollment in the program by completing AE Form 352-1A and submitting it to the local ASG or BSB.